



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

156 East First Street
New Richmond, Wisconsin 54017
ph 715.246.4268 fx 715.246.7129
www.newrichmondwi.gov

August 20, 2015

TO ALL PARK BOARD MEMBERS:

| | |
|-----------------|-----------------|
| Craig Kittel | Brian Schroeder |
| Joe Ard | Frank Norton |
| Tania Strawn | Jon Hailey |
| Christine Melby | |

STUDENT REPRESENTATIVE:

James Elkin

This is to notify you of a Park Board Meeting on Wednesday, August 26, 2015, at 6:15 p.m. in ED Lab at the New Richmond Civic Center, 156 East First Street, New Richmond, Wisconsin.

If you are unable to attend the meeting, please notify Marie Bannink at 246-4268 at your earliest convenience.

AGENDA:

1. Roll call
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting, July 29, 2015
4. Public business items
5. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Moving Wall, September 10-14, 2015
 - b) Skate Park Design/Fundraising
 - c) VFW – Freedom Park
6. New business
 - a) Skate Park Budget
 - b) Public Works Organization(Action on newly introduced motions, ordinances, resolutions or other matters)

Come Grow With Us!

7. Park Land Trust Report

- a) Park Land Trust Fund - \$39,424.67
- b) Impact Fee Fund - \$41,709.05

8. Inspection Reports

9. Announcements

10. Adjournment

Craig Kittel
President

cc: The News
Northwest Community Communications
City website

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board., 173 Wis. 2d 553, 494 N.W. 2nd 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

**PARK BOARD MEETING
WEDNESDAY, JULY 29, 2015**

Chair Craig Kittel called the Park Board meeting to order at 6:20 p.m. on Wednesday, July 29, 2015.

Members Present: Craig Kittel, Jon Hailey, Tania Strawn, Brian Schroeder, Christine Melby, and Student Representative James Elkin

Members Absent: Joe Ard and Frank Norton

Others Present: Bill Driscoll, Jim Zajkowski, Lynette McCarty, Rodney Hanson, Dave Green, Noah Wiedenfeld, Jeremiah Wendt, and Marie Bannink

Jon Hailey moved to adopt the agenda, seconded by Brian Schroeder, motion carried.

Jon Hailey moved to approve the minutes of the June 24, 2015, seconded by Brian Schroeder, motion carried.

Public Business Items

Craig Kittel welcomed Christine Melby to the Park Board.

Craig mentioned the VFW is looking for a trail to adopt and clean up. There was discussion on what trail would be the best. Consensus was Doughboy Trail was the most used trail.

Unfinished Business

Moving Wall, September 10 – 14, 2015:

Jeremiah Wendt stated work is being done at the park. The parking lot is completed; grading will be worked on next week. Jeremiah said progress is being made on temporary traffic controls. The southern area will be shuttle drop off as well as handicap accessible area.

Citizens Field Scoreboard:

Jeremiah said things came together nicely. The next step is to remove the old scoreboard after the ball season is completed. Craig thanked Jim Zajkowski for his work in making this happen. The crew was amazing getting this put in place.

New Business

The Vine Church:

Christine Melby gave background information. There have been wire animals made and they would like to hang these at Mary Park. Motion was made by Tania Strawn to allow the wire animals to be safely displayed at Mary Park and take them down sometime in September, seconded by Jon Hailey, motion carried.

Skate Park Design & Funding:

Jeremiah gave an update on the design meeting last Wednesday. At this point there are no slab sizes or cost estimates. Jim Zajkowski and Lynette McCarty are working on fundraising. Jim

asked about getting a blanket approval for fundraising. Lynette commented she has applied to Bernicks & other possible grant sources . Jim may have someone lined up to do the base work. Lynette said they are looking at different fundraising from bagging groceries to selling calendars. Christine asked about doing an event at the site and possibly contacting companies to raffle off a couple of BMX bikes or skate boards. Jeremiah estimated \$35,000.00 to put in a 100x100 slab. Lynette would also like to work with the kids on designing artwork/logo and possibly do t-shirts.

Any donations that come in need to be approved by the Park Board, then approved by the City Council. Motion was made by Jon Hailey to allow Jim and Lynette to apply for grants, or approach businesses for donations for the skate park, but that any “fundraiser” events would need to be cleared with the Park Board ahead of time, seconded by Tania Strawn, motion carried.

There was discussion on making the skate park design more family friendly. Jim stated Darian Blattner from the Centre is committing to doing classes at the site.

VFW – Freedom Park:

The VFW presented the plan they are working on. The proposed facility would have public restrooms that would be open year round. Phase one will be an open pavilion with the restrooms. The open walls on the pavilion may have roll down doors so the pavilion can be used in the winter months in conjunction with cross country skiing or other outdoor activities. The exterior would have a cabin look. The second phase would be the banquet hall. Wedding receptions and rentals would provide income to sustain this building. Dave Green explained every caterer in town would have an opportunity to book this area for an event. A survey could be done with all the caterers in town to see what is needed. Dave emphasized there would not be liquor license requested for this facility. Dave explained the roofline and parking lot will be solar panels. This building would hold the VFW offices, their meetings as well as Park Board meeting could be held there. Jon Hailey moved to recommend that the City Council approve the general concept plan presented by the VFW, allow the VFW to work with the Park Board on the general location and size, and direct staff and VFW to work on drafting a proposed lease contract, seconded by Christine Melby, motion carried.

Cyclone Park Property Ownership:

Jeremiah explained that various groups in the City have a number of events at Cyclone Park. It has been brought to the City attention that WITC owns the portion of this property north of Meridian Drive. WITC generally does not have a problem with events in this area, but needs to be consulted for permission. Their primary concern is that their parking lots tend to be filled by people attending these events, and they need to account for this in their scheduling. The City will continue to maintain this area.

Youth Football at Freedom Park:

Youth Football has requested the use of fields at Freedom Park for several weeks in August and September. Jeremiah stated if there is an impact on the fields prior to the moving wall, football will need to look at another alternative. Noah Wiedenfeld contacted some neighboring communities to see what was done. See attached. There was discussion on options for covering the lining charges. Jon Hailey moved to accept the youth football use of Freedom Park on the

schedule they proposed at no cost, they will take care of lining the fields, we will take care of mowing and garbage, for this year, seconded by Tania Strawn, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$45,094.14

Impact Fee Fund - \$54,694.03

Inspection Reports:

None

Announcements:

There have been great comments on the Mill Pond Ramp.

The camp host is working out well at the campgrounds.

Jeremiah stated he received a beach advisory from St. Croix County tonight regarding Mary Park beach. This level reads elevated because of the goose dropping and heavy rains.

Please respond to the meeting invite or send an email on attendance.

Skate park budget to be put on next month's agenda.

Jon Hailey moved to adjourn the meeting, seconded by Craig Kittel, motion carried.

The meeting of the Park Board was adjourned at 8:17 p.m.

Minutes Submitted by

Marie Bannink

City Secretary



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Park Board

FROM: Mike Darrow, City Administrator

DATE: August 20, 2015

RE: Moving Wall, September 10-14

I will provide an update, along with a map of the event slated for September 10-14. Additionally, we have secured an escrow deposit of \$3,000 from the VFW in the event that the soccer fields need additional maintenance after the event. (see check)

THE MOVING WALL ACCOUNT

PO BOX 233
NEW RICHMOND, WI 54017

2003

79-998/918

Aug 18

Date

PAY to the
Order of

City of New Richmond

Three Thousand and no/100

\$3,000.00

Dollars

Security
Features
Details on
Back

Member FDIC
FIRST NATIONAL
COMMUNITY BANK

800-514-3412
www.fn-cb.com

For Field Erection

Gregory Lamp

2003

MP

Halvard Clarke

COLONIAL CLASSIC

STRONGER TOGETHER - OPERATION WELCOME HOME

10-14 SEP 2015

STAFF WILL PARK AT HATFIELD
THIS PLACEMENTS ARE NOT TO SCALE



ELECTRICAL NEEDED



HOT SPOT NEEDED

WALKWAY LIGHTS

FIELD OF
FLAGS



THE MOVING WALL



LOCATER
STATION



CANADIAN
WALL

AMPLIFICATION
AREA



STAGE



CVSO



SGU



POW/MIA



HISTORICAL
IMPRESSIONS
VIETNAM WAR



WELCOME ENTRANCE

PORTAS



EMR- V

ADA PARKING

PRESENTER
PARKING

Lights?

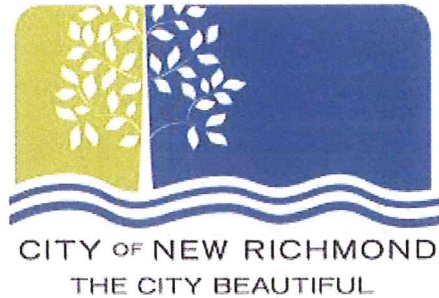
407 ft

© 2015 Google

Hatfield Lake Trail

Imagery Date: 9/26/2012

45°08'12.71" N 92°32'43"



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TO: Park Board

FROM: Mike Darrow, City Administrator

DATE: August 20, 2015

RE: Skate Park / Fundraising / Budget / Next Steps

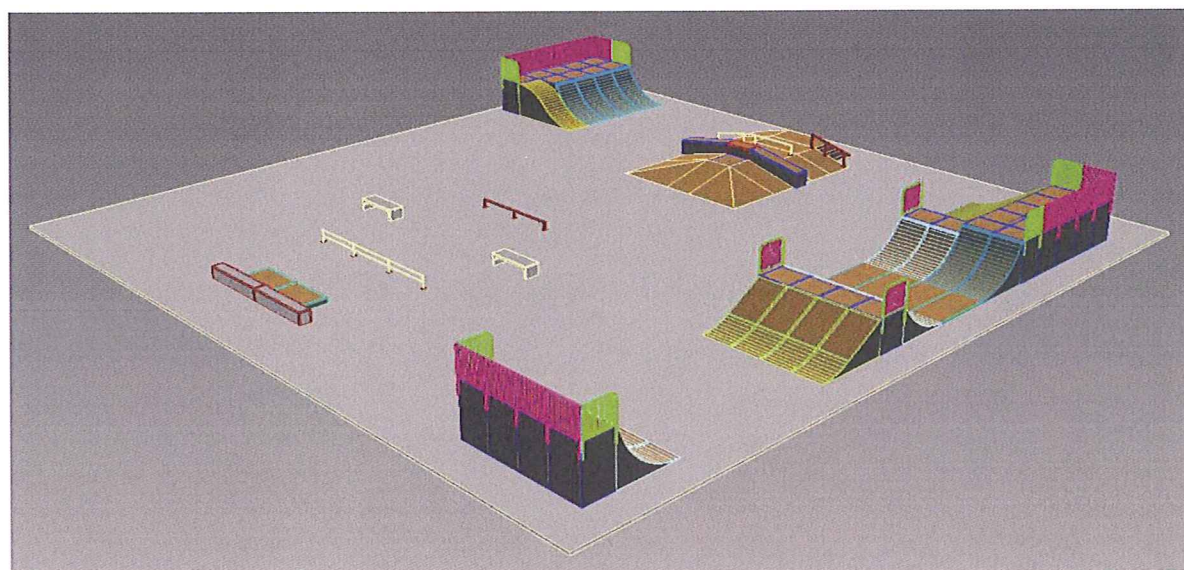
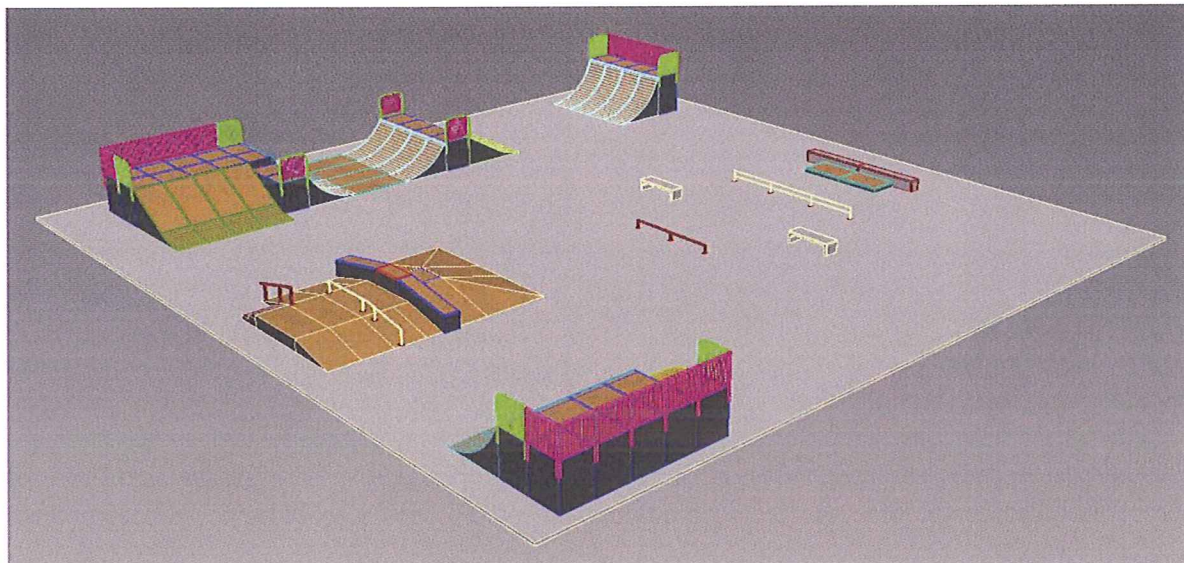
Staff will provide an overview of the secured funding to date as well as proposed construction scheduling for the project. As you are aware, American Ramp attended a meeting last month and met with Park Board members, various stakeholders, and kids interested in the project. A concept plan has been developed (see attached plan). Staff is recommending the accepted funds secured for 2015, be utilized to construct the pad base (100 x 100) as part of Phase 1.

The Park Board, with the consent of the City Council, will then develop a fundraising and design phase for Phase 2. Phase 2 would include the purchasing of equipment as well as securing of sponsorship/naming rights in 2016. The anticipated grand opening would occur in the early summer of 2016.

Recommendation:

Authorize staff to get bids for the concrete slab. Construction of the concrete slab (phase 1) would commence in the fall of 2015. Funding for the construction would come out of secured funds. If approved, this recommendation would then go to the City Council for formal authorization.

Preliminary Skate Park Design - New Richmond, WI





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TO: Park Board

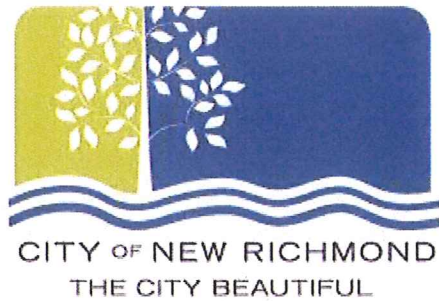
FROM: Mike Darrow, City Administrator

DATE: August 20, 2015

RE: VFW- Freedom Park

As you are aware, the VFW concept was discussed at the Park Board last month. As I indicated to representatives from the VFW, we may want to consider the development of a mutual agreement that outlines, beyond the concept plan, the conditions and/or agreements related to the request.

Staff will provide an overview of conceptual conditions to consider as part of this discussion item.



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TO: Park Board

FROM: Mike Darrow, City Administrator
Kari Kraft, Human Resources Manager and Executive Assistant

DATE: August 20, 2015

RE: Public Works Department Organization Change

Staff will provide an overview of the PW organizational change that has been discussed with the Finance Committee and City Council.

Background

Staff is recommending the realignment of job duties within the Public Works Department to create a more efficient operational structure. This realignment would include the hiring of an Assistant Director of Public Works (ADPW), combining of the street and park departments, and a job title change for all street and park positions. If approved by the City Council, this change will assist us in meeting the following core values:

- **Providing Efficient Public Services** – By combining the current Streets and Parks departments, we have the opportunity to cross train staff – effectively decreasing the need for overtime during snow emergencies.
- The addition of an ADPW will allow the City to provide greater oversight of the community's recreational components, including Hatfield and Freedom Parks.
- **Providing Exceptional Customer Service** – The addition of an ADPW will ensure that providing a high level of customer service remains a priority. This person will not only oversee the day-to-day operations of the department ensuring a balanced and efficient distribution of workload, but will act as the single point of contact for any grounds or street infrastructure related questions and concerns. Additional efforts will be made to communicate with the public on an on-going basis regarding project status and upcoming community and public process events.
- **Cost Containment** – The aforementioned changes will have a zero \$ net impact on our budget, as the position is replacing a recently retired employee.

The Finance Committee recommended bringing these changes to the Council on August 24, 2015.

PARK LAND TRUST FUND #800

| | Beginning Balance | | | Ending Balance |
|--------------------------------|-------------------|----------------|---------------------|------------------|
| | <u>7/1/2015</u> | <u>Revenue</u> | <u>Expenditures</u> | <u>7/31/2015</u> |
| Park Land Dedication Funds | (909.74) | 951.91 | - | 42.17 |
| Hatfield Campgrounds | 10,204.18 | 3,420.47 | (4,954.65) | 8,670.00 |
| Freedom Park | 14,064.22 | - | (171.80) | 13,892.42 |
| Dog Park | 4,605.27 | 119.00 | - | 4,724.27 |
| Doar Restoration Funds | - | - | - | - |
| Rich River Trails/Greaton Park | 10,000.00 | - | - | 10,000.00 |
| Citizens Field - Scoreboard | 1,153.30 | - | (1,609.40) | (456.10) |
| Citizens Field - Bathrooms | 4,882.46 | - | (3,425.00) | 1,457.46 |
| Earley Property Development | 1,094.45 | - | - | 1,094.45 |
| Totals | \$ 45,094.14 | 4,491.38 | (10,160.85) | \$ 39,424.67 |
| | | | | 39,424.67 |

Transferred \$7,000 from Campgrounds to Citizens Field Bathrooms - Per Jer

IMPACT FEES FUND #210

| | Beginning Balance | | | Ending Balance |
|----------------------------|-------------------|----------------|---------------------|------------------|
| | <u>7/1/2015</u> | <u>Revenue</u> | <u>Expenditures</u> | <u>7/31/2015</u> |
| Impact Fees - Parks | 10,281.02 | 2,000.00 | (4,485.00) | 7,796.02 |
| Freedom Park - Development | 37,413.01 | 4,485.00 | (11,450.34) | 30,447.67 |
| Skate Park | 2,500.00 | | (1,250.00) | 1,250.00 |
| Mill Pond Dam - Ramp | 4,500.00 | | (2,284.64) | 2,215.36 |
| Totals | \$ 54,694.03 | 6,485.00 | (19,469.98) | \$ 41,709.05 |
| | | | | 41,709.05 |

Transferred \$4,485 for turf establishment - approved @ 6/24/15 Park Board Meeting - Per Jer

| | |
|------------------------------------|-------------------------|
| Total Park Funds | 81,133.72 |
| Restricted Park Funds | 71,080.17 |
| <u>Net Available Funds*</u> | <u>10,053.55</u> |

* - The Park Department has an annual assessment of 2,772.57 due each February through 2018 for Utility improvements on Bluebill Ave. Total remaining commitment for 2016-2018 is \$8,317.71

Projects approved by Park Board

Citizens Field - Bathrooms

3/27/13 - Park Board Meeting \$ 8,000 Loan to Friend of Citizens Field

Erica Kufus moved to borrow \$8,000.00 to Citizens Field from the Park Fund to redo the bathrooms, to be paid back five years from the time the money is borrowed, seconded by James Jackson, motion carried.

| | |
|--------------------------------|-----------|
| Park Land Dedication funds | \$ 12,000 |
| Transfer from Campground funds | \$ 7,000 |
| Total Project Budget | \$ 27,000 |

Construction Costs to date \$ (25,542.54)

Citizens Field - Bathrooms - balance on hand \$ 1,457.46
see attached - Park Trust Funds

Citizens Field - Scoreboard

10/01/14 - Park Board Meeting

Commitments

| | | | | |
|-------------------------------|-----------|------------|-----------|----------|
| Westfields Hospital | \$ 10,000 | Scoreboard | Rec#60455 | 12/22/14 |
| Johnson Motor Sales | \$ 2,500 | Scoreboard | Rec#60490 | 1/07/15 |
| JA Counter Associates | \$ 1,000 | Scoreboard | Rec#60630 | 2/06/15 |
| Family Fresh | \$ 2,500 | Scoreboard | Rec#60664 | 2/17/15 |
| First National Community Bank | \$ 10,000 | Scoreboard | Rec#60773 | 3/18/15 |
| | \$ 26,000 | | | |

Scoreboard costs to date \$ (26,456.10)

Citizens Field - Scoreboard - balance on hand \$ (456.10)

see attached - Park Trust Funds

| | | | |
|------------------------|----------|------------|--------------------|
| NRACF - Robert Krueger | \$ 2,500 | Scoreboard | to be paid in 2015 |
| JA Counter Associates | \$ 1,500 | Scoreboard | to be paid in 2016 |

Citizens Field - Scoreboard - future balance \$ 3,543.90

Freedom Park - 2015 Development

10/29/14 - Park Board Meeting

06/24/15 - Park Board Meeting - Approved \$4,485 for turf establishment

Commitments

| | | Spent to date | Balance |
|--------------------------------|-----------|---------------|---------------------|
| Park Impact Fees | \$ 50,885 | (20,437.33) | \$ 30,447.67 |
| 2014 Farm Lease Revenues | \$ 10,000 | - | |
| New Richmond Youth Soccer | \$ 5,000 | - | to be rec'd in 2015 |
| New Richmond Youth Football | \$ 1,000 | - | to be rec'd in 2015 |
| Homecoming Football Fundraiser | \$ 2,000 | - | to be rec'd in 2015 |
| | \$ 68,885 | | |

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments

| | | Spent to date | Balance |
|------------------|----------|---------------|-------------|
| Park Impact Fees | \$ 2,500 | (1,250.00) | \$ 1,250.00 |
| | \$ - | | |
| | \$ 2,500 | | |

Mill Pond Dam-Ramp - 2015 Development

4/19/15 - Park Board Meeting

Commitments

| | | Spent to date | Balance |
|------------------|----------|---------------|-------------|
| Park Impact Fees | \$ 4,500 | (2,284.64) | \$ 2,215.36 |
| | \$ - | | |
| | \$ 4,500 | | |